SECRETARY POSITION DESCRIPTION

Position Title:	**Secretary**		
Reports to:	Executive Committee	**Direct Reports:**	Committee
Employment Status:	Volunteer		
Time Commitment	1 – 5 hours per week based on time of season		
Manningham Netball	Manningham Netball is a not for profit, member based organisation which is governed by a volunteer General Committee and is affiliated with Netball Victoria. **Our Purpose** – To provide an inclusive and rewarding netball community where people of all ages and aspirations can participate and thrive through meaningful experiences, both on and off the court. **Our Values** BELONG – everyone has a place in our community ENJOY – fun + friendship + smiles RESPECT – we treat everyone with fairness, kindness and equality GROW – collaborate, innovate, develop and strive to be your best SUSTAIN – we act with integrity to build for future generations		
Commitment to Child Safety	We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball At Manningham Netball, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball. **Manningham Netball's Commitment to Safeguarding Children & Young People** Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. MNA is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.		

Primary Purpose of Position

- Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees
- Manage business considered by the Association Committee

Key Responsibilities

- Acts as the public officer for the association/lodgment of documents to Consumer Affairs
- Establish a meeting schedule for the Executive and sub Committees for the year
- Coordinate meetings for the association and collate an agenda for those meetings
- Prepare the agenda and minutes of all committee and General meetings of the Association, distribute and file in accordance with the Rules of the association
- Prepare comprehensive reports of all activities of the Association for presentation to the membership at the Annual General Meeting
- Provide oversight and guidance to the committee on the matters of the Constitution, conduct of meetings and amendments to By-Laws
- Maintain a register of member's names, addresses etc.

- Be responsible for correspondence and issue notices as required and keep records of all inward and outward correspondence
- Maintain files of legal documents such as constitutions, bylaws, leases and titles
- Collect and collate all reports from office bearers
- Maintain a complete record of all activities of the Association
- Present and manage the player exemption requests for finals eligibility
- Assist other committee members in their duties as required
- Provide a report on any aspect of portfolio operations to the monthly committee meeting as required
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

Knowledge, Skills & Abilities

- Well-developed communication skills
- Good listening skills
- Excellent organisation skills
- Ability to lead by example
- Ability to delegate tasks
- Ability to liaise with external parties
- Computer literate with good report-writing skills
- Can maintain confidentiality on relevant matters
- Strength and clarity of purpose
- Ability to engage, encourage and lift the level of service
- Dedicated association person

Other Requirements

- Working with Children Check